

## SBA Event Approval Checklist - Office of Student Affairs - Widener University Delaware Law School

Please have the appropriate person / office initial as you complete this form so that Dean Nicole Barkley knows all the appropriate offices have been notified of the event.

**ALL FORMS MUST BE SUBMITTED NO LESS THAN 14 DAYS PRIOR TO THE EVENT.**

Submitted by \_\_\_\_\_ Org. \_\_\_\_\_ Date \_\_\_\_\_

Event \_\_\_\_\_ Event Date \_\_\_\_\_ Phone \_\_\_\_\_

Event Description \_\_\_\_\_

1. Approval by Assistant Dean Nicole Barkley \_\_\_\_\_

2. Approval by V.P. for Academics / Community Affairs \_\_\_\_\_ or Student Relations \_\_\_\_\_

3. Clear date on Master Calendar with Connie Sweeney (4 <sup>th</sup> Floor). Please have her initial this entry.	<input type="checkbox"/>
4. If you would like to have an outside speaker, <b>clear with Connie Sweeney in the Dean's Office (4<sup>th</sup> Floor) before the invitation is issued.</b> Please have her initial this entry.	<input type="checkbox"/>
5. If the outside speaker is a Widener alum, contact Nancy Ravert Ward in Alumni Relations <b>after</b> Connie Sweeney has cleared the event, and have her initial as well	<input type="checkbox"/>
6. Please bring the following items (as applicable to the event) to the Office of Student Affairs (OSA) for approval:	
<ul style="list-style-type: none"> <li>• Room Reservation Form (Registrar's Office)                             <ul style="list-style-type: none"> <li>○ To reserve a room(s) in either the Main Law Building or Polishook, see Debra Berry (OSA) <b>before</b> bringing to the Registrar's Office.</li> <li>○ To reserve either <b>Main Street or the Barristers' Club</b>, see Connie Sweeney (4<sup>th</sup> Floor) <b>before bringing to OSA.</b></li> </ul> </li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Food Service Request (Jen Biscoe/ARAMARK)                             <ul style="list-style-type: none"> <li>○ Request <b>must be completed and signed by Jen at least 2 weeks before</b> bringing to <b>OSA.</b> Also, <b>always</b> check with Jen regarding bake sales, outside food, etc.</li> </ul> </li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Video Request (Media Services)                             <ul style="list-style-type: none"> <li>○ To request video equipment/services, see Debra Berry (OSA) <b>before</b> going to Media Services.</li> </ul> </li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Gift Purchase Request (Bookstore)                             <ul style="list-style-type: none"> <li>○ Request must be completed and approved by Nicole Barkley <b>prior</b> to purchase(s).</li> </ul> </li> </ul>	<input type="checkbox"/>
7. If you wish to publicize the event on the Electronic Bulletin Board (TV), send Debra Berry in OSA a PowerPoint slide (landscape) <b>no less than fourteen (14) days prior</b> to the event.	<input type="checkbox"/>
8. If you wish to post flyers for the event, please email the flyer(s) to Debra Berry in OSA to be approved. Signs can only be posted on "general information" bulletin boards.	<input type="checkbox"/>
9. If you wish to publicize the event on What's Up @ DE Law, please submit event details on <a href="http://blogs.law.widener.edu/whatsup/">http://blogs.law.widener.edu/whatsup/</a> <b>no less than fourteen (14) days prior</b> to the event.	<input type="checkbox"/>
10. If there will be advertising or press outside the law school (newspapers, network television, etc.), you must have the approval of Nicole Barkley and Mary Allen (x2175.)	<input type="checkbox"/>
11. Bring this completed form <b>AND</b> the completed <b>MASTER CALENDAR EVENT FORM</b> to Debra Berry in the Office of Student Affairs.	<input type="checkbox"/>